



Trump Winery in Charlottesville, Virginia is looking for an Accounting Supervisor to join our team. This position directly reports to the Controller, but works closely with other department managers. We offer competitive pay with benefits including medical and dental insurance, PTO (paid vacation, sick days, and holidays), 401k, as well as discounted hotel rates at Trump Hotels, and winery discounts.

#### JOB DESCRIPTION:

- Manage accounts payable; ensure accurate and timely bill payments
- Prepare and submit credit applications for new vendors
- Request W-9 forms; maintain vendor setup
- Maintain and track any intercompany transactions
- Collect donations receipts for all philanthropic company donations
- Manage and monitor accounts receivable; ensuring that receivables are collected promptly
- Reconcile credit card discrepancies and chargebacks
- Create invoices in Quickbooks for customer transactions not processed through POS
- Prepare weekly bank deposits and change orders
- Generate financial reports and other special projects as needed
- Assist Controller with budget preparation
- Maintain digital and physical accounting records and ensure all transactions are well-documented
- Assist Controller with bi-weekly payroll processing by verifying tips and gratuities
- Submit monthly sales report to General Manager for monthly sales, meals and occupancy tax remittance
- Generate and prepare monthly ShipCompliant reports to comply with state tax and reporting requirements; completing reports online when required
- Administer POS system and participate in training webinars when available
- Record daily journal entries for sales at Tasting Room and Albemarle Estate
- Calculate monthly commissions for online travel agencies
- Perform monthly audits of cancellations, no-shows, and closed reservations at Albemarle Estate using the hotel ledger reports
- Complete monthly tasted inventory report and distribute to appropriate managers
- Calculate and audit St. Jude donations monthly
- Preservation of company and employee confidentiality

#### REQUIREMENTS:

- Bachelor's degree in Accounting, Finance or closely related field or equivalent work experience
- Strong working knowledge of Microsoft Suite and QuickBooks, or other accounting software
- Familiarity with general bookkeeping practices and budgets
- Accuracy and attention to detail
- Interest in the wine industry is a plus, but not required